Residence Hall Community Adviser (CA) Job Description

The Department of Residence is committed to the development of living/learning communities which foster intellectual and personal growth. We want students to be aware of campus resources, utilize effective learning strategies, and engage in activities designed to stimulate academic achievement and social development.

The CA is responsible for developing a strong community that welcomes and supports all community members. The CA establishes a personal relationship with each student living in their community in order to become a resource for personal issues and co-curricular opportunities. In addition, the CA advises and provides training for the leadership in their community. The CA is responsible for ensuring that students have access to programs and services designated to support personal and academic success.

CA’s work collaboratively with other departmental staff and student leaders to provide resources, offer advice, and facilitate programs, interactions, and activities that contribute to student success. In addition, CA’s are supervised by professional and graduate community managers.

Compensation
- Free housing, as well as a meal plan
- Single room
- Stipend of $180.00 paid out 4 times per semester

Minimum Qualifications and Position Requirements
- One academic year live in experience
- 1 year must be completed by the start of the contract
- Established ISU or Transfer GPA at the time of application
- Must have a 2.5 cumulative GPA and achieve a semester GPA above 1.75
- Students with current judicial standing of Conduct Probation, Deferred Suspension or who have been removed from the residence halls are not eligible to hold staff positions.

Core Competencies
- Commitment to academic success
- Outstanding verbal and written communication skills
- Ability to work collaboratively and productively with several different constituencies
- Ability to assist diverse student populations in developing a positive community
- Commitment to leadership development
- Self-motivation
- Problem-solving skills
- Critical thinking skills
- Computer literacy
- Strong organizational and administrative skills
- Ability to manage time
Responsibilities

- **Community Development**
  - Actively promote and encourage relationships with persons of different backgrounds; including, but not limited to socio-economic, cultural, religious and racial backgrounds, sexual orientations, gender identities and expression, and physical abilities
  - Develop and implement programs and activities
  - Assess and respond to the needs of students and further the goals of the DOR
  - Develop and maintain relationships with house members
  - Be available in the house on a regular basis
  - Attend and participate in house and hall sponsored events and activities
  - Develop an environment that encourages and supports residents personal growth

- **Leadership**
  - Attend all required fall and winter student staff orientations prior to the move-in of the community, as well as on-going training throughout the year
  - Serve as the primary adviser to the house cabinet
  - Attend all house and cabinet meetings
  - Assist house leaders and cabinet members in the development of leadership skills
  - Attend all house social and educational events

- **Understanding and Appreciating Human Differences**
  - Create inclusive communities for individuals of all backgrounds including, but not limited to, socio-economic, cultural, religious backgrounds, racial backgrounds, sexual orientations, gender identities and expressions, and abilities.
  - Ability to work effectively in cross-cultural situations
  - Willingness to learn from, with, and about others
  - Develop an environment that encourages and supports residents' personal growth
  - Examine one’s personal identities as it relates to performing the responsibilities of the CA position

- **Resource and Referral Agent**
  - Serve as a liaison between residents and the Department of Residence
  - Be alert to and act as a referral agent for the mental and physical health needs of residents
  - Communicate with and utilize the Hall Director and/or Graduate Assistant in assessing student issues and developing appropriate responses
  - Know and communicate locations and services of campus and community resources
  - Provide appropriate confidentiality regarding conversations with residents according to departmental expectations

- **Self-Governance and Policy Enforcement**
  - Respond to emergency situations (illness, fire, tornado, etc.) and ensure that house members are knowledgeable of emergency procedures
  - Communicate significant issues and emergencies to the Hall Director/Graduate Assistant on duty
  - Provide leadership in assisting students in developing a community that provides self-governance within the guidelines set by the DoR
  - Intercede and document policy violations of the DoR Policy Handbook and/or Student Code of Conduct
  - Participate in scheduled duty shifts. CAs may also be required to assist in providing duty coverage during break periods and ISU functions.

- **Collaboration**
- Establish and maintain positive working relationships with Peer Mentors, and actively support learning community programs and activities
- Collaborate with campus partners for programs, referrals, and other needs as appropriate
- Collaborate with custodial staff, facilities staff, Dining, and other DoR constituencies as necessary to address community and student needs
- **Administrative**
  - Work four hours per week at the hall desk and towards other duties as assigned
  - Complete all necessary reports thoroughly and on time
  - Attend and contribute to meetings (hall staff, CA staff, one-on-one with supervisor, other teams, etc.)
  - Participate in fall and winter student staff orientations prior to the opening of the halls, as well as ongoing training during the year
  - Be present and accessible in the hall prior to the opening of the halls, and stay past the closing of the halls during break periods
  - Be available for special situations and/or assignments. For example, surveys, community events, and high profile university events
  - Be actively involved in the resident check-in and check-out procedures. Accurately complete all associated paperwork